REQUEST FOR USE OF ZETA BUS FOR TRAVEL

Name of Organization/Department ______________________________________________________

Account No __________________________________________________________________________

Name of Responsible Party ______________________________________________________________

Check One: _____ Advisor _____ Administrator

Office Phone ____________________ Cell Phone ____________________ Box No _____

Date Requested __________ Time Requested: Leaving at ________ Returning by:__________

Destination _____________________ No of Travelers ______

Purpose of request: (be specific) _______________________________________________________

_________________________________________________________________________________

Signature of Responsible Party _________________________________ Date _____________

Return this form to the Athletics Office.
After this form has been reviewed by the Director of Athletics, you will be notified as to the outcome of your request.

(do not write below this line)

ZETA Bus Availability _____ Yes _____ No Reason____________

Driver Availability _____ Yes _____ No Reason____________

Athletics Approval _____ Yes _____ No

If not approved, explanation of denial __________________________________________________

_________________________________________________________________________________

Signature/Director of Athletics ____________________________ Date _______
POLICY:

The College has purchased a 29-passenger bus which is under the authority of the Athletics Department. It is the policy of the College to allow college teams and organizations/groups to use of the bus for college related travel. Only college-approved drivers with a CDL are authorized to drive the bus. The bus will be housed under the LifeSport Center behind locked gates.

PURPOSE:

To provide transportation for college-related athletics and other travel.

PROCEDURE:

1. All requests for use of the ZETA bus must be submitted on the Request for Use of the ZETA Bus for Travel. (Form L)

2. Bus requests must be made by a faculty member, administrator or advisor.

3. Requests must be for at least fifteen (15) travelers and no more than twenty-nine (29) travelers.

4. Requests must be received at least two (2) weeks prior to the requested date of use.

5. Completed requests must be returned to the Athletics Office.

6. Requests will be honored on a first come, first served basis, with all athletic-related requests receiving first priority.

7. Athletics has the right to approve or decline all applications.

8. Faculty member, administrator or advisor must ride the bus for the entire trip with the students.
9. The driver must be approved by the College and have a CDL.

10. The standard per mile rate of the College will be charged to the department or group using the bus, as well as the driver’s hourly rate and the cost of gas.

11. Forms can be obtained from the Athletics website or through the Athletics Office at extension 7535.

Direct questions regarding this policy and/or procedure to the Director of Athletics at extension 7535.